

## **Student Recruitment: Executive Skills Series Pilot Offerings**

The U.S. Fire Administration's National Fire Academy (NFA) is recruiting students for the pilot offerings of the revised 2-day courses **in the Executive Skills Series: Exercising Leadership Within Communities (P0520), Exercising Leadership to Facilitate Adaptive Change (P0521), and Exercising Leadership through Difficult Conversations (P0522).**

The pilot classes are scheduled for Saturday, September 26 and Sunday, September 27, 2015. **Students attending these pilot classes must provide their own transportation and will not be reimbursed for air travel or mileage. There are no stipends for 2-day pilot classes.**

Class times are from 8:00 a.m. to 4:00 p.m. both days. Please do not make arrangements to leave class prior to 4:00 p.m. on Sunday. You may receive a letter from the Admissions Office saying class ends at 3:00 p.m. Please disregard this notice. This is a pilot class and we need your help in the evaluation process.

Students can arrive Friday after 2:00 p.m. and will have a room for Friday and Saturday nights. **Students will not have a room after class on Sunday and must leave NFA when Sunday's class finishes.**

**Applications must be received by close of business, Friday, August 28, 2015.**

### **Course Descriptions:**

#### **Executive Skills Series: Exercising Leadership Within Diverse Communities (P0520)**

The **purpose of this course** is to provide Fire Service authority figures with knowledge and skills, enabling them to exercise leadership when confronting adaptive challenges presented by increasingly diverse internal and external communities. The goal of the course is for participants to utilize the diversity of ideas, peoples and cultures as resources in exercising leadership to address adaptive challenges in their communities.

#### **Executive Skills Series: Exercising Leadership to Facilitate Adaptive Change (P0521)**

The **purpose of this course** is to provide skills which individuals in positions of authority can use to exercise leadership when confronted with adaptive challenges. The goal of this course is for the participant to develop an understanding of skills associated with exercising leadership to resolve adaptive problems, those problems where the solution is either unknown or requires significant change, or both.

#### **Executive Skills Series: Exercising Leadership Through Difficult Conversations (P0522)**

The **purpose of this course** is to provide knowledge and skills for having difficult conversations to exercise leadership in addressing adaptive challenges. The goal of this course is for the participant to identify and apply skills for having difficult conversations as they relate to exercising leadership when addressing adaptive challenges.

At the end of each course, learners will be evaluated through a 30 question multiple choice examination. A final grade will be provided to each student. The minimum score needed to pass is 70.

**Primary Target Audience** is fire and emergency service personnel in positions of authority (executive level officers) who have an opportunity to exercise leadership (NOTE: Participants must be minimally assigned to supervisory level position, e.g. company officer).

**Student Selection Criteria:**

The target audience for these courses may include the following:

- Individuals presently assigned to management positions who supervise first-line officers; and administrative officers responsible for significant staff functions within the organization and who report directly to top management.
- Individuals presently assigned to top-level management positions with limited opportunity for managerial development through formalized course work;
- Personnel who are upwardly mobile within their organizations and whose chiefs of department wish to prepare them for increased managerial responsibility.

**Class Size:** 25

**Length:** 2 days

**Applications:**

- Applicants need a FEMA Student Identification Number (SID). This number is used in place of a social security number on General Admission application forms. This information can be found on the link listed below.
- Applicants must complete FEMA General Admission application Form 119-25-1 form available on the U.S. Fire Administration Website at:  
<http://www.usfa.fema.gov/training/nfa/admissions/apply.html>
- **Applications must be received by close of business, Friday, August 28, 2015.**

Completed applications can be mailed to:

NETC Admissions Office  
16825 S. Seton Avenue  
Emmitsburg, MD 21727

- You may also fax completed applications to the NETC Admissions Office at (301)447-1441.
- Applicants should not make plans to attend the pilot until notified by the Admissions Office.
- **Stipends will not be provided for this course.** NFA will not reimburse you for your flight or mileage to this class.

For additional information contact Stacey Harmon, Instructional Systems Specialist, by phone at (301)447-1624 or by email at [Stacey.Harmon@fema.dhs.gov](mailto:Stacey.Harmon@fema.dhs.gov).